John Smith

1 Main Street, New York, NY, 12345 | (123) 456-7891 | exampleemail@exampleemail.com

# Summary

* Janitor with 7+ years of experience of school and office maintenance, following safety regulations and working with teams to achieve institutional efficiency goals. Aiming to leverage my consistently effective management skills and vast skill set to effectively fill the managerial role at your facility. I am a dedicated worker with a strong work ethic, possess and HVAC/R Certificate, and is bilingual in Spanish/English.

# Professional Experience

## The royal | hotel janitor | Hicksville, NY | Sept 2015 to Current

* Manage carpet cleaning, vacuuming, floor care, trash removal and restroom cleaning for a hotel of 500 + rooms and 150+ customer per day
* Trained 2 janitors successfully in all aspects of cleaning, maintenance, and safety procedures, ensuring that they follow pre-set processes for maximum efficiency and achieve high standards
* Remove all hand marks and smudges from vertical surfaces, including doors, door frames, around light switches, private entrance glass partitions
* Worked hard to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices

## east view high school | Janitor | brentwood, NY | Sept 2011 to 2015

* Dust and wipe clean all office furniture, files, fixtures, paneling, windows sills, and all other horizontal surfaces in a 3000+ student school
* Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazard are not created
* Adjusted and made minor repairs to heating, cooling, ventilating, plumbing, and electrical systems
* Mowed and trimmed lawns and shrubbery, using mowers and hand powered trimmers, and clear debris from grounds

# Education

## Diploma | June 2010 | riverdale high school | New York, NY

* GPA 3.5/4.0

# Additional Skills

* Ability to complete moderately difficult repairs, including electrical skills
* Expert with common hand and power tools for repair and maintenance (power drills, mowers, ratchets, etc.)
* Bilingual in Spanish and English

# Certifications

* Heating, Venting, Air Conditioning, and Refrigeration (HVAC/R) Certificate